

EXHIBIT A

135.09 Civil Service Examinations – Lateral Transfers

(a) Ascertainment of merit and fitness for appointment, lateral transfers and promotions. The Commission shall provide by rule for ascertainment of merit and fitness as the basis for appointment and promotion in the classified service of the City, as required by the Constitution of the State of Ohio

(1) The Commission shall determine if an applicant meets the requirements for original appointment or promotion to the classified service of the City by arranging for examinations designed to measure such requirements. Examinations shall be administered at any time prior to appointment to any position of employment.

(2) Ascertainment of fitness and merit for appointment to the Division of Police

There shall be two methods for determining the merit and fitness of a candidate for an original appointment to the position of Patrol Officer in the Division of Police.

a. Civil service examinations, as determined by the Commission, shall be used to establish an eligibility list.

b. Lateral entries to the Division of Police as a Patrol Officer are exempt from written civil service examinations. The Commission shall determine the merit and fitness of the candidate through an oral interview, and any other tests, including, but not limited to a physical agility test, physical examination, psychological test, polygraph and/or voice test analysis.

(b) Scope of Examinations

(1) Scope of Examinations - Entry-level and promotional examinations may be written, oral, physical, a demonstration of skill, or an evaluation of training and experiences and shall be designed to fairly test the relative capacity of the persons examined to discharge the particular duties of the position for which appointment is sought. Tests may include structured interviews, assessment centers, work simulations, examinations of knowledge, skills, and abilities, psychological tests, psychiatric tests, tests of physical abilities or agility, medical examinations, pre-employment drug testing and any other acceptable testing methods, as determined by the Commission.

(2) No educational requirement shall be imposed, and no test shall be designed to determine any educational level, except for such general education as may be related to the work of the position for which the test is to be given.

(c) Notice of Examinations and Opportunities for Lateral Transfers

(1) Entrance examinations and Opportunities for Lateral Transfers

Notice of competitive entrance examinations shall be given through at least one publication of general circulation in the County of Cuyahoga, and by posting a notice on the City's website,

on the City's social media accounts, and in such other places as the Commission may deem advisable, not less than fifteen calendar days prior to any scheduled examination

(2) Promotional examinations.

- a) If each eligible employee has a City email address, the notice of a competitive promotional examination shall be provided through the employee's City email account. In addition, notice shall also be sent by regular mail to the employee's home using the address on file in the Payroll Office. Such notice shall be given not less than fifteen calendar days prior to the scheduled examination.
- b) If each eligible employee does not have a City email address, the notice of a competitive promotional examination shall be provided by regular mail to the employee's home using the address on file in the Payroll Office. In addition, written notice shall be posted in a prominent place in the workplace of each eligible employee. Such notice shall be given not less than fifteen calendar days prior to the scheduled examination.

(d) Grading of Examinations

- (1) Written examinations and assessment centers shall be rated on a scale of 100, where 100 represents the highest possible attainment and 70 represent the minimum acceptable attainment.
- (2) Physical agility tests shall be rated as pass or fail.
- (3) Other types of examination shall be rated in such a way as may be prescribed by the Commission.

(e) Special Credit

No additional credit, such as may have been given previously for military service, seniority, efficiency or any other reason shall be granted so as to artificially increase the grade on any examination with the exception that:

- (1) Except in cases of lateral transfers, any applicant for an original appointment who has attained a passing grade on the written entrance examination, and who has completed one year or longer in the service of the Armed Forces of the United States of America and has been honorably discharged therefrom, shall be given a credit of two percent (2%) of the basic score attained on such entrance examination, the credit to be added to the basic score in order to obtain the final grade upon such entrance examination; and
- (2) Any applicant for a promotional appointment who has attained a passing grade on the written promotional examination, shall be given a credit of one percent (1%) of the basic score attained on such promotional examination for each of the first four years of full-time service with the City immediately preceding such promotional examination, and six-tenths percent (.6%) of the basic score attained on such promotional examination for each of the next ten years of full-time service with the City immediately preceding the first four

years of service, as above, the credit to be added to the basic score in order to obtain the final grade upon such promotional examination.

(f) Physical, Psychological and Psychiatric Examinations

(1) The Commission may establish standards and requirements for physical and mental fitness necessary to perform positions of employment.

(2) The Commission may, as required, employ licensed professionals, and others, as consultants on all procedures, methods, examinations and policies relating to requirements for physical and mental fitness, as established in this Chapter.

135.11 Eligible Candidate Lists

(a) Eligible Candidate List - The Commission shall prepare and keep open to public inspection an eligible candidate list of the persons who have been examined and attained a score of at least 70% and are otherwise apparently eligible for appointment to employment with the City, provided that the Commission may include persons on the eligible candidates list without a final determination that such person meets and possesses the requirements of physical and mental fitness for appointment to any position, as may be established at some time later.

(b) Eligible Candidate List - Lateral Transfer Candidates in the Divisions of Police

The Commission shall prepare and keep open to public inspection a list of candidates eligible for lateral transfer. Candidates for lateral transfers for entry-level positions in the Division of Police may be placed on an Eligible Lateral Transfer Candidate List upon meeting the following requirements:

(1) No person shall be eligible for a lateral transfer to the Divisions of Police before their twenty-first birthday or on and after the person's forty-second birthday.

(2) The person must be currently working or have worked within the past twelve months, as either a full-time (minimum 30 hours per week) OPOTA-certified Ohio Peace Officer in a jurisdiction in the State of Ohio as defined in Section 109.71 of the Ohio Revised Code (the definition of jurisdiction shall include full-service college or university police department established pursuant to Ohio Revised Code 3345, as well as service as a commissioned officer with a hospital police department). All certifications must be current as of the date of hire.

(3) Must have successfully completed the probation period at the current or most recent place of employment.

(4) An applicant will not be placed on the lateral transfer list if they are leaving their current employer or left a prior employer for disciplinary reasons or to avoid disciplinary action.

(5) The applicant's current or previous employment as an Ohio peace officer must have been as a result of a competitive examination process.

(6) Before being placed on the Eligible Lateral Transfer Candidate List, each applicant shall submit to an oral interview before a panel consisting of the Director of Public Safety, the Chief of Police and two members of the Civil Service Commission. In the oral interview, the panel may consider the following factors, among other job-related factors, deemed appropriate by the panel:

- a) The reason the applicant has been separated from the applicant's former employers or why the candidate wishes to leave the applicant's current employer.
- b) The type of agency or entity that employed the applicant in the past.
- c) Any additional certifications obtained by the applicant.
- d) The results of any background check.
- e) Any other job-related factors the panel deems appropriate.

If three of the four members of the panel determines that the applicant meets the criteria for placement on the Eligible Lateral Transfer Candidate List and the applicant successfully completes the oral interview process, the panel shall place the applicant on the list, and forward the list to the Civil Service Commission. Candidates placed on the Eligible Lateral Transfer Candidate List shall not be ranked.

(c) Duration of the Eligible Candidates Lists – The Eligible Candidate Lists shall be valid for two years, provided however, that any list that has been in effect for at least one year may, at the discretion of the Commission, be terminated at any time that a subsequent eligible candidate list is certified.

135.13 Certification

(a) Filling of Vacancies – When a vacancy occurs in the classified service, the appointing authority shall request that the Commission certify names from the eligible candidates list, or in the case of vacancies in the Divisions of Police and Fire, the appointing authority shall request that names be certified either from the eligible candidates list or the eligible lateral transfer candidate list.

(1) If certifying from an eligible candidate list, the Commission shall certify the names and addresses of the ten persons ranking highest on the eligible candidate list for the position to be filled, or the names and address of the highest-ranking twenty-five percent (25%) of persons on the eligible candidate list, whichever is the greater number.

(2) If certifying from an eligible lateral transfer candidate list, the Commission shall certify the names and address of all candidates on the list. No more than two hires from the certified list of eligible lateral transfer candidate list may be made without at least one hire from the certified list of candidates from the eligible candidate list.

(b) Objections to Certification – An appointing authority may submit written objections to the Commission objecting to the certification of any eligible candidate and setting forth specific reason therefor. Such objections must be based on just cause, and the person against whom the objection is made shall be notified using the email address on file with the Commission. Within five days after

the date of such notice, the candidate may submit a written response to be heard by the Commission. If the objection is sustained by the Commission, the next highest name on the eligible candidate list shall be certified to the appointing authority, and notice of withdrawal of certification shall be sent to the person against whom the objection was sustained.

(c) Additional Causes for Removal from both the Eligible and Certified Lists

- (1) Six days (Sundays and holidays excluded) after notice from the City, using the email address on file with the Commission, the candidate fails to report or arrange for an interview.
- (2) The failure to respond to a notice of conditional appointment or accept appointment, within the time limit set forth in such notice, sent to the candidate using the email address on file with the Commission.
- (3) Declining a conditional appointment or appointment
- (4) A candidate passed over five times shall be removed.